

Rachel Jabara

From: Lori Lunger
Sent: Friday, March 20, 2020 8:37 AM
To: PF Staff
Subject: Keeping Us All Connected

Dear staff,

Thank for your patience and understanding as we sort through information and updates regarding COVID-19. Below are guidelines to several areas related to our current workplace environment:

- Remote working: employees are expected to have their company phone number forwarded, available for phone and emails during regular working hours and to return emails/phone calls on a timely basis. If you are not accessible during regular working hours, make arrangements with someone who can be available. As professionals, you are all on the honor system to provide the same level of professionalism and customer service extended during normal working conditions. Done right - colleagues will not even know you are working remotely.
- Time off - for planned and unexpected time off during this challenging period, we will be flexible with all our staff. To provide a solution that works best for everyone, PTO will be utilized first. We will reevaluate additional PTO, if warranted. We don't want our employees worried about their jobs or getting their next paycheck.
- Travel - Many of our employees have upcoming travel plans, some which have already been cancelled. For those who will be traveling, we need to be mindful of the risks travel presents to you and your co-workers. This is our policy which is consistent across the board: employees are to notify their supervisor on where and when they will be traveling and are required to stay at home for a minimum of seven days with no symptoms before returning to work. For return approval, employees are to contact their supervisor to provide current health status. This is in consideration of the health and wellbeing for all our staff.

As always, if you have any questions or concerns, please do not hesitate to contact me.

Lori Lunger, SPHR, SHRM-SCP

People Operations Manager



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